

THINGS YOU SHOULD KNOW ABOUT SCHEDULING YOUR FIRST THESIS MEETING

The initial thesis review is extremely important, as it sets the guidelines for what is an acceptable thesis format and helps you avoid time-consuming formatting mistakes before you complete your thesis. Therefore, it is imperative that you have this review sooner, rather than later, in the thesis process. To assist you, the Graduate College has put together some helpful information, which details things you should know about scheduling your first thesis meeting.

- To schedule your first thesis meeting call the Graduate College at 312.567.3024 and indicate that you would like to schedule an appointment to meet with the thesis examiner.
- If you reside in Illinois, your first meeting must be on campus—no exceptions. However, if you reside outside of Illinois you may be allowed to schedule a telephone appointment. Therefore, indicate if this is your first meeting and if you want an office or telephone appointment.
- If you schedule a telephone appointment, you must mail a hard copy of your thesis to the attention of the Thesis Examiner—an electronic thesis copy will not be accepted. The Thesis Examiner must receive the copy at least one day prior to the meeting. Then at the scheduled time of the meeting, call the Thesis Examiner. During the meeting, have in front of you the same hard copy version that you mailed so you can make notations as the Thesis Examiner conducts the review. It is important that you and the Thesis Examiner have the same document, which is in the same format, to avoid miscommunication.
- Each meeting can take up to 30 minutes, so please have that time available and be situated in a quiet place free of distractions.
- The mailing address and telephone information are as follows:

Illinois Institute of Technology
Graduate College, Main Building Room 110
Attn: Thesis Examiner
3300 South Federal
Chicago, IL 60616-3793
312.567.3370

- If you schedule an office appointment, bring a hard copy version for review—electronic copies are not acceptable, no exceptions. However, you only need to bring one hard copy, because the Thesis Examiner will ask you to make notes on it to take with you after the meeting.

- Whether you schedule a telephone or an office appointment for your first meeting, the thesis copy does not have to be complete. However, you must provide something to review during the meeting. Therefore, it is highly recommended that you have samples of the following: the preliminary pages; at least one chapter that has tables and/or figures, if applicable; the appendix, if applicable; and, the bibliography.